



Department of Conservation
Division of Recycling
COMMUNITY OUTREACH BRANCH

City/County Payment Program

Frequently Asked Questions

What is the City/County Payment Program?

The City/County Payment Program was established by Senate Bill 332 (Chapter 815, Statutes of 1999) and became effective January 1, 2000. The Beverage Container Recycling and Litter Reduction Act authorizes the Department of Conservation (Department) to allocate a total of \$10.5 million on an annual basis to eligible cities and counties for beverage container recycling and litter cleanup activities.

The goal of California's beverage container recycling program is to reach and maintain an 80 percent recycling rate for all California Refund Value (CRV) beverage containers. The recycling programs established by cities and counties assist the Department in reaching, maintaining, and hopefully, exceeding this goal.

How do I apply for funding?

A Funding Request Form (FRF) is generated by the Department and distributed each January to every eligible city, county, designated joint power authority or lead agency. The exact amount of funding for the applicable cycle will be stated on the FRF. To receive these funds, a city and/or county, lead agency or joint powers authority must fill out and return the (FRF) to the Department no later than **May 3, 2004**.

What other documents do I need to submit with my funding request form?

New city or first-time applicant:

If you are a new city or applying for funding for the first time, you are required to provide a resolution identifying the title of the individual authorized to receive and expend funds received from the Department, and to carry out activities under this program. We recommend that you use the sample provided.

Existing city or county:

If you have already received city/county funds and have provided us with a resolution, you will not need to send us a new one each year unless there have been changes from the previous year (i.e., expiration date, change in authorized official or designee, or you have designated a lead agency or joint power authority to act on your behalf).

Lead Agency:

Two or more cities and/or counties teaming with one designated lead agency must provide a resolution from each of the participating jurisdictions authorizing a lead applicant to act on their behalf.

Joint Powers Authority (JPA):

Designated JPA's must provide: 1) a resolution from each participating jurisdiction authorizing the JPA to act on its behalf as the primary contact; and, 2) a copy of the joint powers authority agreement showing the inclusion of beverage container recycling.

Is my resolution due the same time as my funding request form?

Although the resolution is required to authorize your city/county payment, the resolution does not need to be submitted with your FRF. Be sure to submit your FRF by the deadline date and then send the resolution as soon as it is approved.

Why does the eligible amount change from one fiscal year to the next? Can I expect to receive the same amount each year?

Since the eligible amount is based on the population of each city or county, the eligible amounts may vary each fiscal year due to fluctuating population throughout California.

What is the deadline to apply for funding?

The funding package is distributed in January. Your FRF is due back to the Department **no later than May 3, 2004**. This gives you approximately 90 days to complete your application.

What happens if my funding request form is received late?

Your FRF will be denied and a letter will be sent to inform you about the appeal process.

Frequently Asked Questions (Continued)

If my city/county is denied funding, is there an appeal process?

Yes. If a city/county is denied payment from the Department, it may appeal through the State Board of Control. Information concerning this process is included in the denial letter. The Board of Control can be contacted by calling 916-323-3564 or 1-800-955-0045. Claim information is also available on their website at www.boc.ca.gov/govclms.htm.

How soon will I received my check?

The Department will review, approve and authorize payments to each city or county as quickly as possible. Approved FRFs will be forwarded to the State Controller's Office for payment within its legal timeframe (30 days). Incomplete forms may delay payment. The first payments will be scheduled in July of 2004 and continue as necessary until all cities and counties have been paid.

The Department may withhold payment if the city/county or its designee has prohibited the siting of a supermarket site, caused a supermarket site to close its business, and/or adopted a land use policy that restricts or prohibits the siting of a supermarket site within its jurisdiction since January 1, 2000.

Will the check be sent to the contact person listed on the funding request form?

No. The State Controller's Office will mail the check directly to the city/county, lead agency or JPA without a contact name. An award letter will be mailed to the contact person informing him/her that the check will be forthcoming. Be sure to communicate with your accounting department to ensure that the check is tracked properly. To identify your check, the words "**DOC/Recycling**" will be imprinted on the face of the check.

What should I do if I have unexpended funds?

At this time, the Department does not have a process in place for cities to return unexpended funds. It is recommended that each entity encumber the money in a separate account for beverage container recycling activities and expend it as soon as possible. When completing the self-certification, indicate the amount spent and the balance encumbered.

How do I make changes to the proposed activities already submitted?

All changes to activities must be submitted in writing to the Department's Division of Recycling (Division) at the

attention of your field representative. This includes changes to the proposed projects, contact person, mailing address, phone numbers, etc.

Will the Department accept one form from a JPA or lead agency to request funding for all of the eligible cities and counties that it represents?

Yes, but only if all the eligible cities and counties under your jurisdiction are jointly performing the same activity(ies).

Will the funding request form be mailed to the city/county, lead agency, or JPA?

A FRF will be mailed to each city/county with a **copy** mailed to designated JPAs and lead agencies from the previous funding cycle. It is the responsibility of the city/county to contact its JPA and determine who will take responsibility for submitting the form to the Department.

How should I track expenditures of the city/county funds?

The Department recommends that you track expenditures for program activities separately. This will make it easier for you to document and describe how the money was expended.

Do I have to submit records of expenditures?

No. The Department requests, however, that you maintain records for five years, in accordance with Title 14, Division 2, Chapter 5, Section 2085 of the California Code of Regulations. This means that invoices, receipts, timesheets, employee information, and proof of payment for all expenditures must be kept on file.

What is the self-certification all about?

The Department is asking the authorized representative for the city or county to verify the actual amount of funds that have been expended and/or encumbered from the 2001/2002 and 2002/2003 funding cycle.

What kind of goal are you looking for my city/county activities?

The Department is asking for each city and/or county to state the goal that they intend to accomplish for the activities that their funding will be spent. A list of sample goals can be viewed and/or downloaded at: http://www.consrv.ca.gov/DOR/grants/grant_seekers/Images_files/WorkshopImages/AttachmentD_WS.pdf.

Frequently Asked Questions (Continued)

What types of goal measurements are acceptable?

There are several different types of measurements that would fulfill the Department's measurement of goals requirement on the FRF. To view a detailed explanation of the different types of measurement tools visit our website at the following address:

http://www.consrv.ca.gov/DOR/grants/grant_seekers/ccWorksh.htm#IV.%20Measuring%20Performance.

Do I need to get approval from the Department before I make a purchase?

No. If the proposed activities or equipment purchases were included in the FRF submitted to the Department.

Yes. If this is a new activity that was not on the original FRF submitted to the Department. Please remember to notify the Department in writing when activity changes occur, including new purchases. Contact your Department field representative to obtain available vendor information.

What if the contact person for my city/county, lead agency or JPA changes?

The Department should be notified immediately in writing so the information can be updated and to ensure timely receipt of future information.

Notifications can be e-mailed to your Department field representative, faxed to (916) 322-8758 or mailed to: Department of Conservation, Division of Recycling, Community Outreach Branch, 801 K Street, MS 17-01, Sacramento, CA 95814-3533.

Am I required to submit status reports or a final report to the Department?

In lieu of a status report, the Department asks you to complete the program/project evaluation and self-certification on the funding request form.

If I start a drop-off or collection program, do I need to be certified by the Department?

If you are collecting more than the consumer daily volume limits (currently this amount is 2,000 pounds of glass and 500 pounds of aluminum or plastic), you will need to be certified by the Department in order to receive payment of CRV.

For further information about certification, call the Department's toll free number at 1-800-RECYCLE or

(916) 324-8598 and ask for a Certification Services Branch staff person.

Who do I call if I have more questions regarding this program?

If you have any further questions, please contact your Department field representative by calling 1-800-RECYCLE or (916) 322-0613. A field representative listing is also available on line at http://www.consrv.ca.gov/DOR/grants/grant_seekers/fra.htm.

You can also write to your field representative at:

California Department of Conservation
Division of Recycling
Community Outreach Branch
801 K Street, MS 17-01
Sacramento, CA 95884-3533
Fax (916) 322-8758

(Please identify your city and county.)

For additional information on California's beverage container recycling program, please visit our web site at www.conservation.conservancy.gov.